

TM-3 TRAVELER COURSE

USING NASA'S TRAVEL MANAGER SYSTEM

REVIEW AUTHORIZATION

This document covers the steps to review an authorization.

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1. REVIEW AUTHORIZATION3

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A. REVIEW AUTHORIZATION


1. Click the **Open Existing Document** link on the Document Processing Toolbar on the left side of the page. The **Traveler Listing (Open Document)** page will be displayed.

The screenshot shows the 'Traveler Listing (Open Document)' page. On the left is a sidebar with a 'User' section showing 'John Doe' and a 'Traveler' section with a list of actions: 'Create a New Document', 'Open Existing Document' (highlighted), 'Review Documents', 'Delete Documents', 'Copy Document', and 'Import Documents'. The main content area has a 'Quick Tip' about searching by last name, an 'Enter Search Criteria' section with a 'Last Name' text box and a 'Document Type' dropdown set to 'ALL', and a 'Search' button. Below this is a 'Traveler List' table with columns 'Name' and 'EID'. The table shows one entry: 'Doe, John' with EID '240-00-0001'. On the right is a 'Document Search (Open Document)' section with a 'Document List' table. The table has columns 'Type', 'Document Name', 'Dep Date', 'Status', and 'In Use'. It lists several documents, including 'AMEND', 'Authorization', 'Local Voucher', and 'Voucher'.

2. Click the **Document** icon  under the **Document Search (Open Document)** area for the document created in the previous exercise. The **Open Document Signature** page will be displayed. If the traveler has not signed the document the Open Document Signature page will not display, and the document will open in the **Document Summary** page.

The screenshot shows the 'Open Document Signature' page. The sidebar is identical to the previous screenshot. The main content area has a 'Quick Tip' stating 'The Signature PIN is case sensitive!'. Below this is a 'Signature for Adjustment' text box. On the right is a 'For this Document you can:' section with three buttons: 'Sign' (labeled 'to Review Document'), 'Get' (labeled 'Document as View-Only'), and 'Cancel' (labeled 'Opening Document').

3. The document can be opened one of two ways:
 - a. Enter the appropriate signature PIN and click the **Sign**  **to Review Document** button, in the 'For this Document you can:' area in the top right, to adjust the document.
 - b. Click the **Get**  **Document as View-Only** button to open it as view only.

4. Click the  **Document as View-Only** button, in the 'For this Document you can:' area in the top right, to open the document as View Only. The **Document Summary** page will be displayed.

Setup Reports Logout Help Document Preparation

User: John Doe
Traveler: John Doe
Authorization: 24-XX032602JD

Document Summary

- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- Totals
- Comments
- Document Status
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Document Summary for Authorization 24-XX032602JD (View Only)

Quick Tip
For specific information, click on a Details link. You can sign and stamp your document from the Document Status section.

Travel Authorization Number: [Traveler Details](#) 240-00-0001, John Doe

Purpose Description: 5 Days training in Montgomery, AL
[Itinerary Details](#) MONTGOMERY,AL 03/26/02 - 03/30/02

[Ticketed Trans Details](#) \$350.00

[Expense Details](#)

Edit	Delete	Date	Expense	Amount
		03/26/2002	TAXI	20.00
				Total: 20.00

[Lodging/M&IE Details](#) \$415.00

[Other Authorizations Details](#) Taxi at TDY Authorized

[Accounting Details](#)

Label	Amount
24-XX2-09200ABC	785.00
Total: 785.00	

[Totals Details](#)

Disbursement Type	Amount
Estimated Cost	785.00
Advance Requested	0.00

[Enter Comments](#) Voucher due 5 days after completion of your trip

[Document Status](#) **Document Status** Enter Status/PIN to stamp this document

Document Status: APPROVED Awaiting

5. Click the **Document Status** link, on the Document Summary page or on the Document Processing toolbar, to view the **Status** page for the routing list.

Setup Reports Logout Help Document Preparation

User: John Doe
Traveler: John Doe
Authorization: 24-XX032602JD

Document Status

- Document Summary
- Traveler
- Itinerary
- Ticketed Trans
- Expenses
- Lodging/M&IE
- Accounting
- Totals
- Comments
- Document Status**
- Perform Pre-Audits
- Preview Document
- Export Document
- Close Document

Status for 24-XX032602JD (View Only)

Quick Tip
The Signature PIN is case sensitive!

For this Document you can: [Back](#) [Continue](#)

Document Routing This is the routing path the current document will take once routed

Name	Status	Level
Susan Smith	SIGNED	0

Document History This is the status history for this document

Date/Time	Status	Name	Remarks
07/16/02 3:59PM PST	CREATED	Susan Smith	

6. The **Document Routing** area shows the routing path the document will take. The **Document History** area shows what has happened to the document.
7. Click the **Close Document** link under the Document Processing Toolbar on the left side of the page to close the document.
8. If the document was opened in an update mode and adjustments were made, sign and stamp the document, and the document will be rerouted to the approvers with the new changes.

NOTE

The Routing cannot be changed after the document is routed.